

**LABETTE COMMUNITY COLLEGE
BOARD OF TRUSTEES**

June 15, 2017

5:30 p.m.

Conference Room

Review Copy

**Labette Community College
Board of Trustees Meeting Agenda
Thursday, June 15, 2017
5:30 p.m.
Conference Room #1, Student Success Center**

- I. Adoption of Agenda.....(Exhibit 1)
- II. Approval of May 4, 2017 Regular Meeting Minutes..... (Exhibit 2)
- III. Reports and/or Board Discussion
 - A. Student Housing/Bluffstone Update
 - B. Faculty Senate Report
 - C. Administrative Reports
 - i. Comparison of Expenditures to Budget
 - ii. Insurance Update
 - D. President’s Report
- IV. Old Business (Action, Report, or Discussion)
- V. New Business (Action, Report, or Discussion)
 - A. Policy Approval(Agenda Item V.A.)
(Exhibit 3)
 - B. Administrative Employment Letter(Agenda Item V.B.)
(Exhibit 4)
 - C. Faculty Resignation(Agenda Item. V.C.)
 - D. Professional Staff Employment Letter.....(Agenda Item V.D.)
(Exhibit 5)
 - E. Professional Staff Resignation.....(Agenda Item V.E.)
 - F. Approval of Bills(Agenda Item V.F.)
(Exhibit 6)

VI. Public Comment

The Board of Trustees agenda shall contain one opportunity for public comment. This structure has been designed to provide the public with an opportunity to comment on any topic. The Chair of the Board explains the Board’s approach to the public comment with the following statement: **“At this time we invite anyone in the audience to speak to the Board about any item or concern that pertains to the college. By policy, at this time the Board will not take any action on any item**

EXHIBIT 1

or concern, but we will be happy to take it under advisement for possible future action.”

The Board also retains the right to set time limits on public comment.

In the event that a large number of citizens are present and wish to speak in favor or in opposition to an issue before the Board, the Board reserves the right to poll the number of citizens in favor of and in opposition to the issue at hand as well as to limit the number of spokespersons representing opposing viewpoints. The Board also retains the right to set time limits as deemed appropriate.

- VII. Executive session for the purpose of matters relating to the purpose of discussing employer-employee negotiations, to protect the public interest in negotiating a fair and equitable contract.

I move we recess into executive session at _____(time) for _____minutes for the purpose of discussing employer-employee negotiations.

The Board will return to open meeting at _____ in this room.

The executive session is required to protect the public interest in negotiating a fair and equitable contract.

- VIII. Executive Session for the purpose of discussing non-elected personnel to protect the interests of the individual(s) to be discussed.

I move we recess into executive session at _____(time)for _____minutes for the purpose of discussing personnel matters of nonelected personnel.

The Board will return to open meeting at _____ in this room.

The executive session is required to protect the privacy interests of the individual(s) to be discussed.

- IX. Next Regular Board Meeting: Thursday, July 20, 2017, 5:30 p.m., **Conference Room, Student Success Center**

- X. Adjournment

EXHIBIT 2

LABETTE COMMUNITY COLLEGE
Board of Trustees Minutes
May 4, 2017

The Board of Trustees met at 5:30 p.m. on Thursday, May 4, 2017 in the Conference Room, Student Success Center Building.

Members Present

Mr. Montie Taylor
Mr. Carl Hoskins
Mr. Pat McReynolds
Mr. David Winchell
Mr. Mike Howerter

Members Absent

Mrs. Sophia Zetmeir

Others Present

Dr. George Knox
Leanna Doherty
Janice Every
Tammy Fuentez
Sue Brouk
Kathy Johnston
Joe Burke

Michelle Goss
Lindi Forbes
Coleen Williamson
Gale Brown
Ashley Moore
Tammy Kimrey

Megan Fugate recorded the minutes.

Adoption of Agenda (ACTION ITEM)

Chair Hoskins asked for changes or additions to the revised agenda. President Knox had no changes. Mr. Winchell moved to approve the agenda as presented. Mr. McReynolds seconded and motion carried 5-0.

Approval of Regular Meeting Minutes (ACTION ITEM)

Chair Hoskins asked for corrections or additions to the April 13, 2017 regular meeting minutes, Mr. McReynolds moved to approve the minutes as presented. Mr. Winchell seconded and motion carried 5-0.

Reports and/or Board Discussion

Cardinal Villas Student Housing Update

Michelle Goss gave a brief update.

Faculty Senate Report

None

Administrative Report

Comparison of expenditures to the budget – Leanna Doherty had placed the April financial report at the table. At the end of April we were 83% through the year. The general fund was 75% expended and the technical education/vocational fund was 50% expended. She invited questions from the Trustees and welcomed phone calls at a later date.

Insurance Update

Vice-President Doherty said they are still working on getting new insurance due to the possible change in the concealed carry laws. She hopes to have more information at the June meeting.

President's Report

Dr. Knox gave a short report.

EXHIBIT 2

Trustee McReynolds spoke briefly about all of the things that have been accomplished since Dr. George Knox has been President at LCC and thanked him for his years of service.

Old Business (ACTION, INFORMATION OR DISCUSSION ITEMS)

None

New Business (ACTION, INFORMATION OR DISCUSSION ITEMS)

Executive session for consultation with our attorney on a matter protected by the attorney-client privilege.

Mr. McReynolds moved we recess into executive session at 5:48pm (time) for 10 minutes for consultation with our attorney on a matter protected by the attorney-client privilege.

The Board will return to open meeting at 5:58pm in this room. Inviting in George Knox, Leanna Doherty and Lindi Forbes. Donna Whiteman, KASB Attorney joined by phone.

The executive session is required to protect the privilege and the board's position in (litigation, potential litigation, administrative proceedings, etc.)

Mr. Taylor seconded and motion carried 5-0.

Reconvened at 5:58pm

Mr. McReynolds moved we recess into executive session at 5:58pm (time) for 10 minutes for consultation with our attorney on a matter protected by the attorney-client privilege.

The Board will return to open meeting at 6:08pm in this room. Inviting in George Knox, Leanna Doherty and Lindi Forbes. Donna Whiteman, KASB Attorney joined by phone.

The executive session is required to protect the privilege and the board's position in (litigation, potential litigation, administrative proceedings, etc.)

Mr. Taylor seconded and motion carried 5-0.

Reconvened at 6:08pm

Mr. McReynolds moved that the current H Building be renamed the Rees H. Hughes Family Art & Humanities Building. Mr. Winchell seconded and motion carried 5-0.

Executive Session for the purpose of discussing non-elected personnel to protect the interests of the individual(s) to be discussed.

Mr. McReynolds moved we recess into executive session at 6:12pm (time) for 5 minutes for the purpose of discussing personnel matters of nonelected personnel.

The Board will return to open meeting at 6:17pm in this room. Inviting in Dr. George Knox and Janice Every.

The executive session is required to protect the privacy interests of the individual(s) to be discussed.

Mr. Taylor seconded and motion carried 5-0

Reconvened into open session at 6:17pm.

EXHIBIT 2

Program Review: Radiography Program

The Radiography Program Review was discussed. Gale Brown, Ashley Moore, and Tammy Kimrey were in attendance to answer any questions. Mr. McReynolds moved to approve the Radiography Program Review. Mr. Taylor seconded and motion carried 5-0.

Policy Approval

Mr. Winchell moved to approve the changes in Policy 4.16 Drug Testing for Health Science Students. Mr. Taylor seconded and motion carried 5-0.

Approval of Bills

Mr. Taylor moved to approve the payment of the bills. Mr. McReynolds seconded and motion carried 5-0.

Public Comment

Joe Burke wanted to remind everyone of the Choir, Band, Orchestra Concert on Sunday at 3pm at Parsons High School.

Next Board Meeting: Date, Place, Time, and Tentative Agenda Items

Chair Hoskins reminded everyone of the next regular meeting of the Board of Trustees scheduled for June 8, 2017 at 5:30 p.m., Conference Room, Student Success Center Building.

Adjournment

Mr. McReynolds moved to adjourn the meeting at 6:45pm. Mr. Winchell seconded and motion carried 5-0.

Megan Fugate, Clerk of the Board

Agenda Item #: V.B.
Date: June 15, 2017

SUBJECT

Approval of Board Policy

REASON FOR CONSIDERATION BY THE BOARD

Per Policy 1.13, adopted 12/12/00, the President would conduct a review and update the policies of the Board of Trustees.

BACKGROUND

Updated/created the following policies for approval:

Policy 2.12 Disruptive Acts and Weapons on Campus or Activities
Policy 2.13 Violence on Campus

PRESIDENT'S RECOMMENDATION

That the Board of Trustees approve the edits to Policy 2.12 Disruptive Acts and Weapons on Campus or Activities and Policy 2.13 Violence on Campus. Approval is recommended.

POLICY 2.12 DISRUPTIVE ACTS AND WEAPONS ON CAMPUS OR ACTIVITIES

Labette Community College seeks to enhance the safety of its employees, ~~and students and the public by~~ maintaining its properties and activities. Disruptive acts on campus or at college sponsored activities will not be tolerated. Persons threatening the safety of students, college personnel, or other persons; to damage college property; or to interfere with class or college activities or the educational process will be asked to leave the premises.

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A. Concealed Carry of Firearms Restricted: This policy applies to all Labette Community College ("College") students and employees: i) at the Parsons main campus, the Cherokee Center in Pittsburg, and on and within property owned or leased by the College, or ii) when attending/participating in or performing College duties at any off-Campus College sponsored or supervised classes, practices, activities, or other programs (collectively, "Off-Campus Activity").

The College prohibits the possession or use of handguns on Campus and at Off-Campus Activities, other than as set forth below.

In accordance with the Kansas Personal and Family Protection Act, K.S.A. 75-7c01 et seq., as amended (the "Act") and other applicable federal/state laws, it is permissible and will not be a violation of this policy for legally qualified individuals to:

- i) carry a concealed handgun on Campus, pursuant to Kansas law and in accordance with the Concealed Carry Restrictions set forth below.
- ii) lawfully carry a concealed handgun as an employee performing College duties at an off-Campus Activity, when in accordance with applicable laws/policies for such location.
- iii) lawfully possess a handgun within a personal/non-College vehicle.
- iv) lawfully possess weapons for:

- a. College Police Department or other law enforcement officers while acting within the scope of their employment, by authorized armored car personnel, or by others authorized in writing by the President the College Chief of Police or designee, or
- b. as necessary for the conduct of College approved programs.

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Definition:

- ii) "Handgun" is defined as a "firearm", pursuant to K.S.A. 75-7c02, with cross-reference to K.S.A. 75-7b01. Specifically, under K.S.A. 75-7b01, it is: (1) a pistol or revolver which is designed to be fired by the use of a single hand and which is designed to fire or capable of firing fixed cartridge ammunition; or (2) any other weapon which will or is designed to expel a projectile by the action of an explosive and which is designed to be fired by the use of a single hand.

Concealed Carry Restrictions:

Concealed Carry: Each student or staff member who lawfully possesses a handgun on campus shall be wholly and solely responsible for carrying, storing, and using that handgun in a safe manner and in accordance with the law and this policy. Individuals who carry a handgun on Campus must carry it concealed on or about their person at all times. "Concealed" means completely hidden from view and does not reveal the handgun in any way, shape, or form. "About their person" means that an individual may carry a handgun if it can be carried securely in a suitable carrier, such as a backpack, purse, handbag, or other personal carrier designed and intended for the carrying of an individual's personal items. Moreover, the carrier must at all times remain within the exclusive and uninterrupted control of the individual. This includes wearing the carrier with one or more straps consistent with the carrier's design, carrying or holding the carrier, or setting the carrier next to or within the immediate reach/control of the individual. It shall be a violation of this Policy to openly display any lawfully possessed handgun while on campus.

Restrictions Pursuant to Kansas Law: Kansas law states that the only type of firearm that an individual can carry while concealed is a handgun as defined above. The following restrictions applicable to all firearms specifically apply to the concealed carrying of a handgun under Kansas law and this policy, and the violation of any of the following restrictions is a crime under Kansas law and a violation of this policy:

- An individual in possession of a concealed firearm must be at least 21 years of age;
- A firearm cannot be carried by an individual:
 - o under the influence of alcohol or drugs, or both, to such a degree as to render the individual unable to safely operate the firearm [K.S.A. 21-6332];
 - o who is both addicted to and an unlawful user of a controlled substance [K.S.A. 21-6301(a)(10)];
 - o who is or has been a mentally ill person subject to involuntary commitment [K.S.A. 21-6301(a)(13)];
 - o with an alcohol or substance abuse problem subject to involuntary commitment [K.S.A. 21-6301(a)(13)];
 - o who has been convicted of a felony crime [K.S.A. 21-6304];
- An automatic firearm cannot be carried [K.S.A. 21-6301 (a) (S)];
- A cartridge which can be fired by a handgun and which has a plastic-coated bullet with a core of less than 60% lead by weight is illegal [K.S.A. 21-6301(a)(6)];
- Suppressors and silencers cannot be used with a firearm [K.S.A. 21-6301 (a) (4)]; and,
- Firearms cannot be fired in the corporate limits of a city or at a dwelling, or at a structure or vehicle in which people are present [K.S.A. 21-6308].

Campus locations leased by the College or used for Off-Campus Activity, and owned by an entity that may lawfully exclude or permit firearms at their premises (concealed or otherwise), may choose at their sole discretion to exclude or permit handguns from their premises, notwithstanding a lease or use arrangement with College. If handguns are excluded at such locations and would otherwise be permitted by this policy, individuals are expected to comply with the rules imposed by the location.

Safety Requirements: To reduce the risk of accidental discharge on Campus, when carrying a concealed handgun on Campus (whether on the person or in a carrier), the concealed handgun is to be secured, in a holster that completely covers the trigger and the entire trigger guard area and that secures an external hammer in an un-cocked position through the use of a strap or by other means. The holster is to have sufficient tension or grip on the handgun to retain it in the holster even when subjected to unexpected jostling. Handguns with an external safety are to be carried with the safety in the "on" position. Semiautomatic handguns are to be carried without a chambered round of ammunition and revolvers with the hammer resting on an empty cylinder.] LCC employees who plan to conceal carry should let their appropriate Vice President know in writing.

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Storage: Handgun storage is not provided by the College. Individuals may store a handgun in the individual's vehicle when the vehicle is locked and the handgun is secured in a location within the vehicle that is not visible from outside the vehicle; Handgun storage by any other means is prohibited.

Specifically, it is prohibited for any individual to store a handgun: i) in a vehicle that is unlocked or when the handgun is visible from outside the vehicle, ii) in an individual's office, iii) in an unattended backpack/carrier, iv) in any type of locker or v) in any other location and under any circumstances except as specifically permitted by this Policy and by state and federal law.

Even the lawful carrying of a concealed handgun has its own risks. Any report of weapons on a Campus will be addressed by the Campus PD and/or local police departments in coordination with LCC administration Campus PD. The lawful carrying of a concealed handgun should not create concerns on Campus; however, anything other than the lawful carrying of a concealed handgun has the potential to create confusion and additional risk during police responses.

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Main Parsons Campus: Individuals are advised that, pursuant to the Federal Gun Free School Zones Act, it is unlawful for an individual to possess a firearm within 1,000 feet of an elementary or secondary school, and the College's main Parsons Campus is within such a gun free school zone. Exceptions to this prohibition are made for possession in the case of

- individuals with a Kansas Concealed Carry License;
- where the firearm is unloaded and in a locked container or locked firearms rack in a vehicle;
- where the firearm is possessed for use in a program approved by the elementary or secondary school; or
- where the firearm is possessed or used by a law enforcement officer acting in his or her official capacity.

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Possession of firearms on the Parsons Campus not falling into one of these exceptions will be reported to local law enforcement for legal action in accordance with Federal law.

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Enforcement: Any individual violating this policy will be subject to appropriate disciplinary action, including but not limited to suspension/expulsion, termination of employment, immediate removal/pressing charges for criminal trespass, or referral to law enforcement for possession in violation of the Federal Gun Free School Zones Act.

B. Open Carry of Firearms Prohibited: No person, unless otherwise provided by law or College policy, may openly carry firearms on any College campus. Individuals openly carrying firearms may be asked to leave the premises immediately, and College students and employees openly carrying a firearm will be subject to disciplinary action up to and including expulsion and termination, respectively.

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C. Unless otherwise authorized, the carry of weapons is authorized in College Procedure 5-06 Policy 2.12 for students and employees or federal or state law for third parties. Any employee, student, or third party determined to be in possession of a weapon in any College building or College vehicle, on College grounds, or at any College sponsored activity or event may be subject to removal from College property, legal action and/or the College's disciplinary process, as applicable.

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D. Sanctions up to and including, immediate suspension without pay and subsequent termination upon investigation of the facts of the incident may be imposed on employees. Sanctions for students up to and including immediate eviction from their dorm room and/or, suspension or expulsion from school may be imposed. Third parties may be banned from College events and property. Violation of this policy may subject any party in violation to civil or criminal prosecution. Sanctions imposed on students and employees under this policy by the College will be subject to any due process rights accorded the student or employee by state law, College policy, or collective bargaining agreement.

Commented [AS1]: See your negotiated agreement and staff suspension policies, but normally a suspension without pay is only used when the individual's at least been given minimal due process first.

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Commented [AS2]: State statute won't allow you to regulate knives.

12-16,134. Knives and knife making components; regulation by municipality, limitations

Currentness

- (a) A municipality shall not enact or enforce any ordinance, resolution, regulation or tax relating to the transportation, possession, carrying, sale, transfer, purchase, gift, devise, licensing, registration or use of a knife or knife making components.
- (b) A municipality shall not enact or enforce any ordinance, resolution or regulation relating to the manufacture of a knife that is more restrictive than any such ordinance, resolution or regulation relating to the manufacture of any other commercial goods.
- (c) Any ordinance, resolution or regulation prohibited by either subsection (a) or (b) that was adopted prior to July 1, 2014, shall be null and void.
- (d) No action shall be commenced or prosecuted against any individual for a violation of any ordinance, resolution or regulation that is prohibited by either subsection (a) or (b) and which was adopted prior to July 1, 2014, if such violation occurred on or after July 1, 2013.

(e) As used in this section:

- (1) "Knife" means a cutting instrument and includes a sharpened or pointed blade.
- (2) "Municipality" has the same meaning as defined in K.S.A. 75-6102, and amendments thereto, but shall not include unified school districts, jails, as defined in K.S.A. 38-2302, and amendments thereto, or juvenile correctional facilities, as defined in K.S.A. 38-2302, and amendments thereto.

Credits

Laws 2013, ch. 88, § 1, eff. July 1, 2013, Laws 2014, ch. 97, § 8, eff. July 1, 2014.

Relevant Notes of Decisions (3)

View all 3

Notes of Decisions listed below contain your search terms.

Kan. Stat. Ann. § 12-16,134 (West)

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E. For purposes of this policy, the term weapon shall include any object that can reasonably be considered as a weapon, or a facsimile of a weapon.

Many objects are designed as and are commonly understood to be weapons. Examples include firearms; martial arts weapons; knives; metal knuckles; spring or CO₂ powered projectile guns; bludgeons or clubs of various types; tear gas; and grenades or other explosive/incendiary devices. The College bans all such previously mentioned weapon types and any facsimile of these weapon types under this policy. Additionally, the College recognizes that many common objects and tools are designed for uses other than as a weapon but may be used or may be modified for use as a weapon. In considering whether a particular common object or tool shall be considered to be a weapon under this policy, College officials will consider the time, place, and other circumstances surrounding the possession of the common object including the explanation for its possession and whether the object has been modified or otherwise altered to make a more effective weapon in making their determination.

F. The provisions of the Weapons Policy do not apply to the possession of weapons in College buildings, on College grounds, or at any College sponsored activity if the possession of weapons is:

1. Connected with a weapons safety course or a weapons education course approved and authorized by the College, or
2. The President has authorized in writing the possession of the weapon, or

3. The weapon is in the possession of a full-time law enforcement officer, displaying a badge, who is required to carry a weapon as a condition of his/her employment, or a uniformed, part-time law enforcement officer on active duty conducting official business;

~~3-4. The weapon is a concealed firearm which is authorized to be carried under College Procedure 5-06 Policy 2.12 for students and employees or relevant state and/or federal law for third parties.~~

Adopted: 2/13/01

Revised: 11/14/13; ~~12/20/16~~; 1/5/17

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POLICY 2.13

VIOLENCE ON CAMPUS

Labette Community College seeks to create a campus environment that is free of the threat of violence as well as actual violence. The College makes a sincere effort to prevent violence on its campus and will take action against employees, students, or outside persons, who intimidate, threaten, harass others, commit or threaten to commit a violent act on College property.

~~For the purposes of this policy, employees and students who are allowed to carry a firearm in accordance with College Procedure 5.06, Policy 2.12 must leave such firearm holstered and concealed on or about their person at all times while on College property or at College events unless reasonably and immediately necessary to protect the carrier. Failure to keep such weapons adequately holstered and concealed on or about their person pursuant to College Procedure 5.06 Policy 2.12 will be deemed to be threatening to commit a violent act and will be subject to disciplinary action, expulsion, or termination, as applicable.~~

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The key to prevention of violence/harassment lies in the willingness of employees and students to report persons who intimidate, threaten or commit acts of violence. Victims of threats or violence are strongly urged to report the incident(s) to the Vice President of Student Affairs, Vice President of Academic Affairs, Vice President of Finance and Operations, or the Director of Human Resources.

The College does not condone or encourage acts of violence, even if perpetrated in self-defense.

Complaints will be investigated, and confirmed cases will be addressed through the College's disciplinary procedures and legal action as appropriate. Employees and students of the College may also use the College's grievance policy to formally pursue claims of violation of this policy.

Adopted: 2/13/01

Revised: 4/14/11; 12/15/16; 1/5/17

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Agenda Item #: V.B.
Date: June 15, 2017

SUBJECT

Administrative Employment Letter Confirmation

REASON FOR CONSIDERATION BY THE BOARD

Kansas Statutes require Board of Trustees' approval of selected employment contracts.

BACKGROUND

Mr. Rick Carpenter has accepted the position of Dean of Instruction beginning June 12, 2017. Rick comes to LCC from the Perry IA campus of Des Moines Area Community College where he was the Executive Director. Rick earned an AA degree from Florissant Valley Community College, a Bachelor of Science in Business Administration/Marketing and a Master of Arts in Communications, both from the University of Central Missouri. Additionally, he has made progress on a PhD in Higher Education Administration from Iowa State University. Rick also has experience as an Associate Dean of Instruction from Waukesha Technical College in Peewaukee WI, Dean of Students, Instructor and Athletic Director.

PRESIDENT'S RECOMMENDATION

The Board of Trustees approve the Administrative Employment letter for Howard (Rick) Carpenter, Dean of Instruction, at a salary of \$68,000, beginning June 12, 2017.

Biography

Howard (Rick) Carpenter

Mr. Rick Carpenter has accepted the position of Dean of Instruction beginning June 12, 2017. Rick comes to LCC from the Perry IA campus of Des Moines Area Community College where he was the Executive Director. Rick earned an AA degree from Florissant Valley Community College, a Bachelor of Science in Business Administration/Marketing and a Master of Arts in Communications, both from the University of Central Missouri. Additionally, he has made progress on a PhD in Higher Education Administration from Iowa State University.

Rick also has experience as an Associate Dean of Instruction from Waukesha Technical College in Peewaukee WI, Dean of Students, Instructor and Athletic Director.

POSITION DESCRIPTION

DEAN OF INSTRUCTION

Reports to: Vice President of Academic Affairs

Organizational Unit: Administrative - Exempt

Salary Range: Dean of Instruction

Revision Date: February 2017

I. Basic Purpose of Position

The Dean of Instruction is responsible for leadership and administration of the instructional division that includes supervising faculty and staff. The supervision scope includes all General Education programs and faculty. The Dean of Instruction reports to the Vice President of Academic Affairs.

II. Essential Job Functions

- A. Ability to evaluate Outcome and Assessment reports and make appropriate recommendations for improvements or changes.
- B. Ability to review and make Student Learning Outcomes' and Program Outcomes' recommendations to the departments.
- C. Ability to review and ensure all courses offered each semester have updated syllabi.
- D. Ability to review and coordinate the updating of two-year course rotations for appropriate departments.
- E. Ability to participate in the updating of operational plans.
- F. Ability to maintain faculty records as appropriate.
- G. Ability to analyze enrollment numbers to determine if courses taught by adjuncts and overload courses for full-time instructors are offered, prorated, or not offered each semester.
- H. Ability to prepare and approve adjunct and overload contracts.
- I. Ability to track adjunct faculty progress plans for those not meeting credential requirements.
- J. Ability to advise students as needed.
- K. Ability to review Faculty Handbook and update annually.
- L. Ability to review, develop, revise and recommend curriculum, course descriptions, course content, and objectives.
- M. Ability to coordinate articulation issues in division programs with college and university administrators and regional U.S.D.'s.
- N. Ability to develop, recommend, and manage the budget for the appropriate departments.
- O. Ability to evaluate adjunct faculty per evaluation schedule.
- P. Ability to evaluate tenured full-time faculty members.

- Q. Ability to develop and recommend course schedule in collaboration with the vice president of academic affairs.
- R. Ability to develop and recommend instructional division staffing plans in collaboration with the vice president of academic affairs.
- S. Ability to serve as chair to select and recommend hiring of full-time faculty in collaboration with the human resources staff.
- T. Ability to select and hire adjunct faculty
- U. Ability to manage instructional division enrollment and analyze course offerings and times offered each semester in conjunction with the extension & concurrent coordinator, admissions director, and others.
- V. Ability to chair the Instructional Outcomes and Assessment Committees.
- W. Ability to support online courses.
- X. Ability to chair the Distinguished Faculty and Adjunct Faculty Award Selection Committee.
- Y. Ability to perform other duties/activities as assigned.
- Z. Ability to maintain regular and timely attendance.

III. Consulting Tasks

- A. Consult with instructional staff on matters pertaining to course offerings, staffing, state requirements, budget, and instructional issues
- B. Consult with institutional/administrative staff on matters pertaining to budget and affiliate contracts
- C. Consult with Career/technical Program committees on instructional issues

IV. Supervises the Following Staff

- A. Instructional Assistants
- B. Full time and adjunct faculty teaching in AA, AS and AGS programs
- C. General oversight of any student or other part-time workers within the Academic Affairs division

V. Required Knowledge, Skill and Personal Qualifications

- A. Demonstrated skill in management and supervision of personnel and resources
- B. Demonstrated ability to work in a participatory environment
- C. Demonstrated computer capability in applications including spreadsheet, word processing, e-mail, etc.
- D. Teaching at the community college level

VI. Preferred Experience

- A. Oversight of faculty and research based teaching strategies (Bloom's Taxonomy, Marzano's teaching strategies, etc.)
- B. Experience with online instruction
- C. Minimum of three years, full time, community college teaching experience

VII. Educational Background

Minimum of a Master's degree

VIII. Working Conditions

- A. Teaching: The Dean of Instruction may teach courses; however, a teaching assignment is not a part of the primary load and will follow the criteria for overload assignment
- B. Occasional evening and weekend work hours
- C. Must be able to work proficiently in a busy, multi-office functioning work area
- D. Requires travel as appropriate

Agenda Item #: V.C.
Date: June 15, 2017

SUBJECT

Faculty Resignation

REASON FOR CONSIDERATION BY THE BOARD

LCC Procedure 10.08 Separation of Employment Guideline states the member must request release from contract and obtain Board approval.

BACKGROUND

Kalynn Amundson, Sociology Instructor, has submitted her letter of resignation effective at the end of her current contract, August 31, 2017.

PRESIDENT'S RECOMMENDATION

The Board of Trustees accept her resignation effective August 31, 2017 and authorize the administration to begin a search for replacement.

SUBJECT

Professional Staff Employment Letter Confirmation

REASON FOR CONSIDERATION BY THE BOARD

Kansas Statutes require Board of Trustees' approval of selected employment contracts.

BACKGROUND

Ms. Patricia Moura has accepted the position of Part Time Assistant Volleyball Coach and Sports Information Coordinator.

Assistant Coach Moura earned a Bachelor of Arts degree in Physical Education, minoring in Business from Benedictine College and will complete her Master of Education with emphasis in Athletic/Activity Administration in July 2017, from Southwest Baptist University in Bolivar MO.

She has earned professional accomplishments in college volleyball with three conference championships and a 5th and 13th place return in NIAA National tournaments. She has had the opportunity to play professional sand volleyball in Brazil.

As a graduate assistant, she recruited and assisted in planning and conducting practices while teaching participants correct volleyball skills. She was given the opportunity to determine exercises for the students to perform during practice sessions.

PRESIDENT'S RECOMMENDATION

The Board of Trustees approve the Professional Staff Employment letter for Patricia Moura, Assistant Volleyball Coach, at a salary of \$19,560 for 42 weeks.

BIOGRAPHY

Patricia Moura

Ms. Patricia Moura has accepted the position of Part Time Assistant Volleyball Coach and Sports Information Coordinator.

Assistant Coach Moura earned a Bachelor of Arts degree in Physical Education, minoring in Business from Benedictine College and will complete her Master of Education with emphasis in Athletic/Activity Administration in July 2017, from Southwest Baptist University in Bolivar MO.

She has earned professional accomplishments in college volleyball with three conference championships and a 5th and 13th place return in NIAA National tournaments. She has had the opportunity to play professional sand volleyball in Brazil.

As a graduate assistant, she recruited and assisted in planning and conducting practices while teaching participants correct volleyball skills. She was given the opportunity to determine exercises for the students to perform during practice sessions.

Patricia begins work on July 10.

POSITION DESCRIPTION

PART TIME VOLLEYBALL COACH ASSISTANT/SPORTS INFORMATION

Reports to: Head Volleyball Coach/Sports Information Coordinator

Organizational Unit: Professional Staff – Exempt

Salary Range: Specialist

Revision Date: February 2017

I. Basic Purpose of Position

Working 42 weeks a fiscal year, the Volleyball Coach/Sports Information Assistant is responsible for assisting with recruiting and implementing the volleyball team, creating a pleasant learning environment for the student athletes, and counseling student athletes in everyday crises on and off the floor and assisting the Sports Information Coordinator with reports to the Athletic Director for coordination and dissemination of publicity, data and statistics produced by the Athletic Department, in addition to producing all statistical data as needed for the Jayhawk Conference.

II. Essential Job Functions

Volleyball Coach Assistant

- A. Ability to assist with the promotion and development of the volleyball program
- B. Ability to assist in scheduling of gymnasium for practices and games
- C. Ability to assist in ordering equipment and uniforms
- D. Ability to aide in publicity for recruiting
- E. Ability to work camps for recruiting and publicity purposes
- F. Ability to educate and counsel athletes
- G. Ability to monitor academic progress of student athletes
- H. Ability to adhere to all KJCCC (Kansas Jayhawk Community College Conference) and NJCAA (National Junior College Athletic Association) rules and regulations
- I. Ability to maintain regular and timely attendance

Sports Information Assistant

- A. Ability to work with coaches to ensure that all competition schedules are compiled, published and issued to media outlets upon review by Public Relations
- B. Ability to communicate recruit signings as appropriate, in collaboration with Public Relations
- C. Ability to work with the Office of Public Relations, Athletic Secretary, local media and the Jayhawk Conference concerning the announcement of events and the publishing of statistics hosted by the Athletic Department
- D. Ability to facilitate interaction between departmental programs and the Conference relating to the nomination and balloting of LCC Athletes for Conference honors
- E. Ability to work with the LCC Coaching Staff, LCC Office of Public Relations, and Athletic Secretary to produce a media guide as instructed by the AD
- F. Ability to work with coaches, Information Technology (IT) and the LCC Office of Public Relations concerning any information placed upon the LCC Athletic Website

III. Consulting Tasks

- A. Consults with advisors on student athlete's class schedules

- B. Consults with faculty on student athlete's academic progress
- C. Consults with other college coaches to schedule events
- D. Interacts with Business Office and other college personnel

IV. Supervises the Following Staff

- A. Student trainers
- B. Volunteer assistant coaches

V. Required Knowledge, Skills and Personal Qualifications

- A. Knowledge of fundamentals of volleyball
- B. Good organizational skills
- C. Good communication skills
- D. A valid driver's license is required

VI. Preferred Experience

Two years playing and or coaching experience

VII. Educational Background

Bachelor's Degree required

VIII. Working Conditions

- A. Must possess physical ability to demonstrate required skills
- B. Evening and weekend work may be required
- C. Occasional overnight travel may be required

Agenda Item #: V.E.

Date: June 15, 2017

SUBJECT

Professional Staff Resignation

REASON FOR CONSIDERATION BY THE BOARD

LCC Procedure 10.08 Separation of Employment Guideline states the member must request release from contract and obtain Board approval.

BACKGROUND

Sam Jack, Student Support Services Academic Coordinator, has submitted his letter of resignation effective July 31, 2017.

PRESIDENT'S RECOMMENDATION

The Board of Trustees approve the resignation of Sam Jack, Student Support Services Academic Coordinator, effective July 31, 2017, release him from his remaining contract and authorize the administration to search for a replacement.

Agenda Item: V.F.
Date: June 15, 2017

SUBJECT

Approval of Bills

REASON FOR CONSIDERATION BY THE BOARD

Kansas statutes require Board of Trustees' approval of all expenditures.

BACKGROUND

Each month a listing of claims to be paid is presented to the Board for approval.

PRESIDENT'S RECOMMENDATION

Approval is recommended.

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

5/31/2017

Check Number	Vendor	Description	Account Number	Amount	Total
117847	UniFirst Corporation	Uniforms	11-7202-648-000	\$83.72	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$82.04	
		Uniforms	11-7202-648-000	\$54.70	
		Uniforms	11-7202-648-000	\$54.84	
		Uniforms	11-7202-648-000	\$54.70	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$82.04	
		Uniforms	11-7202-648-000	\$55.80	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$43.04	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$43.04	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$43.04	
		Aprons, Mats, Mops, Cloths	16-9482-701-000	\$43.04	
117848	United Scope, LLC	Binocular Microscopes	11-1103-850-000	\$1,319.88	\$977.55
117849	Vance Lawn Care	Lawn Care, Cherokee	11-7103-649-000	\$180.00	\$1,319.88
		Lawn Care, Cherokee	11-7103-649-000	\$180.00	\$360.00
117850	Vernier Software and Technology LLC A & P Supplies	A & P Equipment	11-1103-700-000	\$310.36	
		Chemistry Equipment	11-1103-850-000	\$398.00	
				\$2,822.95	\$3,531.31
				<u>\$184,105.85</u>	
	11-General Fund			\$158,715.12	
	12-Postsecondary Technical Education Fund			\$12,062.35	
	16-Auxillary Ent Fund			\$13,328.38	
	67-Capital Outlay			<u>\$0.00</u>	
				\$184,105.85	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	Account Number	Amount	Total
117835	Save-a-Lot	Supplies for Appreciation Lunch	11-6301-709-000	\$9.96	\$9.96
117836	Henry Schein, Inc.	Supplies for Dental Lab	12-1215-700-000	\$46.16	
		Supplies for Dental Lab	12-1215-700-000	\$195.69	
		Supplies for Dental Lab	12-1215-700-000	\$14.39	
		Supplies for Dental Lab	12-1215-700-000	\$1,258.83	\$1,515.07
117837	Sheerin Scientific Inc.	Microscopes Servicing, Replacement	11-1102-646-000	\$2,400.00	\$2,400.00
117838	Supertech, Inc	Radiation Protection Supplies	12-1210-700-000	\$385.00	\$385.00
117839	T & E Auto Sales	Vehicle Maintenance, RV-26	11-6502-720-000	\$40.95	
		Vehicle Maintenance, PK-3	11-6502-720-000	\$50.93	\$91.88
117840	T H Rogers Lumber Company	Lumber for Shelving	11-7102-649-000	\$28.10	\$28.10
117841	The CORE - Labette Health	PED 185 00001 - Lifesaving - 8 Stude	11-1133-523-001	\$924.00	
		HEAL 101 00001 - CPR - 10 Students	11-1133-523-001	\$231.00	\$1,155.00
117842	The Wright Signs	Metal Sign	11-7102-649-000	\$40.00	\$40.00
117843	Thompson Bros. Supplies, INC	Oxygen Cylinder Lease	12-1211-700-000	\$45.50	\$45.50
117844	Triple S Pumping/Jeffrey Spielbusch	Grease Trap Service	11-7202-648-000	\$370.00	\$370.00
117845	U S Medical Specialities, Inc.	Supply Bags for lab	12-1211-700-000	\$3,501.20	\$3,501.20
117846	ULine, Inc.	Shelving 60x24x96	11-1101-700-000	\$362.69	
		Art Supplies	11-1101-700-000	\$891.92	
		Graphic Design Supplies	12-1203-700-000	\$102.70	\$1,357.31
117847	UniFirst Corporation	Mats, Mops, Towels, Uniforms	11-7103-649-000	\$39.53	
		Mats, Mops, Towels, Uniforms	11-7103-649-000	\$39.53	
		Mats, Mops, Towels, Uniforms	11-7103-649-000	\$39.71	
		Uniforms	11-7202-648-000	\$54.70	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$82.04	
		Aprons, Mats, Mops, Cloths	11-7202-648-000	\$82.04	

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

5/31/2017

Check Number	Vendor	Description	Account Number	Amount	Total
117821	Nasco	Hand Skin - Simulation	12-1208-700-001	\$92.00	\$904.26
117822	P1 Group Inc	Compressor Oil	11-7102-649-000	\$1,479.89	
		Test and Log Backflows	11-7102-649-000	\$1,041.50	
		Monthly Contract, Cherokee	11-7103-649-000	\$500.00	
		Monthly Contract	11-7202-648-000	\$4,646.00	\$7,667.39
117823	ParCom Telephone Company	Reverse 3 Cell Phone	11-6501-631-000	\$29.99	\$29.99
117824	Parsons Fine Jewelry	Retirement Gift	11-6504-692-001	\$356.25	\$356.25
117825	Parsons State Hospital Endowment	AsGive Away T-Shirts	11-6301-709-000	\$780.00	\$780.00
117826	Parsons Sun	Enrollment Advertising	11-6301-613-000	\$250.00	
		YouTube Athlete Spotlights	11-6301-613-000	\$350.00	
		Auction Ad	11-6301-613-000	\$97.50	
		Auction Ad	11-6301-613-000	\$97.50	
		Position Announcement	11-6504-613-000	\$45.39	
		Position Announcement	11-6504-613-000	\$75.65	\$916.04
117828	PEO Scholarship Fund	Mary Hill Memorial	11-6102-709-000	\$50.00	\$50.00
117829	Pitney Bowes, Inc.	Postage Machine	11-6503-641-000	\$1,437.00	\$1,437.00
117830	Practicon, Inc	Ortho Typodont	12-1215-700-000	\$172.00	\$172.00
117831	Proforma	Deluxe Drawstring Bags	11-6301-709-000	\$258.98	
		LCC Frisbees	11-6301-709-000	\$238.13	
		LCC Branded Sunglasses	11-6301-709-000	\$152.01	
		MaxGlide Corporate Pens	11-6301-709-000	\$189.23	\$838.35
117832	PSU HHPR Dept	Lifetime Fitness PSU Materials Sp17	11-1112-700-001	\$560.00	\$560.00
117833	Quill Corporation	Information Technology Supplies	11-6401-701-000	\$244.87	
		Information Technology Supplies	11-6401-701-000	\$104.99	\$349.86
117834	Reserve Account	PBP # 20352357 (Postage)	11-6503-611-000	\$2,500.00	\$2,500.00

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	Account Number	Amount	Total
117812	George Knox	Reimburse Baggage, Taxi - AACCCo	11-6101-601-000	\$126.40	
		Reimburse Meal - KCKCC President	11-6101-709-000	\$69.27	
		Vehicle Expense	11-6501-590-001	\$900.00	\$1,275.49
117813	KONE Inc	Bi-Monthly Contract	11-7202-648-000	\$131.06	
		Elevator Maintenance Contract	11-7202-648-000	\$405.98	\$537.04
117814	L and R Specialties, Inc.	Art Supplies	11-1101-700-000	\$514.00	
		Velvet Underglaze Set	11-1101-700-000	\$300.00	
		Wax Resist 1 Pint	11-1101-700-000	\$5.46	\$819.46
117815	L C C Foundation	SEK Media Advertising Gift Certificate	11-6301-613-000	\$273.13	\$273.13
117816	Labette Avenue	Dr. Knox Ad	11-6301-613-000	\$78.00	\$78.00
117817	Labette Health	Lab Supplies for Fall 2017	12-1208-700-000	\$603.77	\$603.77
117818	McCarty's Office Machines Inc	Copier H-Building	11-6503-641-000	\$2,439.00	
		Folder Perf Wheels	11-6503-648-000	\$790.00	
		Office Supplies	11-6503-701-000	\$683.33	
		Office Supplies	11-6503-701-000	\$233.58	
		Copier Toner	11-6503-701-000	\$144.84	
		Copier Toner GPR-22	11-6503-701-000	\$214.24	
		Binder 6"	11-6503-701-000	\$47.49	
		Copier Staples	11-6503-701-000	\$87.27	
		Dividers and Binders	11-6505-701-000	\$169.32	
		Register Paper	16-9684-701-000	\$35.06	\$4,844.13
117819	McGraw-Hill Companies	Textbooks and Shipping Summer 201	16-9381-740-000	\$6,769.46	\$6,769.46
117820	Meridian Professional Imaging	Printed Photograph	11-6301-661-000	\$39.99	\$39.99
117821	Nasco	Art Supplies	11-1101-700-000	\$455.55	
		Arm Skin - Simulation	12-1208-700-000	\$356.71	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

5/31/2017

Check Number	Vendor	Description	Account Number	Amount	Total
117798	Graves Menu Maker Foods	Supplies	16-9684-701-000	\$87.26	
		Food	16-9684-743-000	\$638.46	
		Food	16-9684-743-000	\$333.90	
		Food	16-9684-743-000	\$487.91	\$1,742.58
117799	Herff Jones Inc.	Student Caps and Gowns	11-5303-706-001	\$53.03	
		Faculty Regalia	11-5303-706-001	\$248.85	
		Black and Apricot Tassels	11-5303-706-001	\$150.73	
		Student Caps, Gowns and Tassels	11-5303-706-001	\$2,916.23	
		PTA Class Graduation Pins	12-1213-700-000	\$675.40	\$4,044.24
117800	Herrman Lumber	Fire School Supplies	12-4204-699-000	\$218.66	\$218.66
117801	Hillyard/Springfield	Paper Towels	11-1102-700-000	\$159.24	\$159.24
117802	Hugo's Industrial Supply, Inc	Vaccum Bags	11-7103-702-000	\$50.00	\$50.00
117803	Joplin Supply Company, Inc.	Urinal Repair Kit	11-7102-649-000	\$129.20	\$129.20
117804	K F J X - TV	April Advertising	11-6301-613-000	\$800.00	\$800.00
117805	K L K C	April Advertising	11-6301-613-000	\$300.00	\$300.00
117806	K O A M - TV	April Advertising	11-6301-613-000	\$1,195.00	\$1,195.00
117807	K O D E - TV	April Advertising - KSNF	11-6301-613-000	\$500.00	\$500.00
		April Advertising - RSNF	11-6301-613-000	\$500.00	\$1,000.00
117808	K S Y N-FM	April Advertising	11-6301-613-000	\$675.00	\$675.00
117809	Kansas Association of School Boards	Legal Mileage - Sobba	11-6501-662-000	\$156.60	
		Legal Travel - Sobba	11-6501-662-000	\$250.00	
		Legal Services - Sobba	11-6501-662-000	\$350.00	\$756.60
117810	Kansas State Board of Nursing	Annual Reaccreditation Fee KSNB	12-1208-670-000	\$400.00	\$400.00
117811	Kitchen Pass, Inc.	Interview Expense Reimbursement	11-6504-601-002	\$29.93	\$29.93
117812	George Knox	Reimburse Meals - AACCC Conf	11-6101-601-000	\$179.82	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

5/31/2017

Check Number	Vendor	Description	Account Number	Amount	Total
117791	Data Source Media, Inc	Toner & Maintenance Kit	11-6401-701-000	\$1,590.66	
		T520 Toner	11-6401-701-000	\$392.98	
		T520 Toner	11-6401-701-000	\$1,178.94	
		T650 Toner	11-6401-701-000	\$1,579.12	\$5,186.70
117792	Dell Marketing L P	Dell Optiplex 3240 AIO	11-6402-850-000	\$13,739.10	
		Optiplex 3050 MT, Dell 22" Monitor	11-6402-850-000	\$9,143.31	
		Dell Optiplex 3050MT, Dell 22" Monitc	11-6402-850-000	\$11,685.24	
		Dell Optiplex 3050MT, Dell 22" Monitc	11-6402-850-000	\$6,649.68	
		Dell PowerEdge R630 Server	11-6402-850-000	\$11,607.44	
		Dell Latitude 3380	11-6402-850-000	\$12,374.05	
		Dell Adapter HDMI/VGA	11-6403-701-000	\$165.36	
		Dell Latitude 3380	11-6403-701-000	\$1,901.46	
		Dell External USB Slim	11-6403-850-000	\$132.27	
		Dell Latitude 3380	11-6403-850-000	\$950.73	
		Dell Latitude 3380	11-6404-850-001	\$14,050.95	
		Dell Latitude 3380	11-6404-850-002	\$4,683.65	
		Dell Latitude 3380	11-6404-850-002	\$1,903.55	\$88,986.79
117793	Fastenal Company	Facilities Supplies	11-7102-649-000	\$5.72	\$5.72
117794	Flinn Scientific Inc	Chemistry Supplies	11-1106-700-000	\$1,380.76	
		Magnetic Stirrer/Hot Plate, Flinn, 7"	11-1106-850-000	\$979.40	\$2,360.16
117795	Framing Memories	Distinguished Faculty Award	11-6504-692-002	\$117.48	\$117.48
117796	Gale Cengage Learning	Opposing Viewpoints Online Databas	11-4101-710-000	\$1,343.86	\$1,343.86
117797	Grand Rental Station	Scissor Lift Rental	11-7102-649-000	\$190.20	\$190.20
117798	Graves Menu Maker Foods	Supplies	16-9684-701-000	\$114.27	
		Supplies	16-9684-701-000	\$80.78	

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

5/31/2017 Account Number

Check Number	Vendor	Description	Account Number	Amount	Total
117778	Bleacher Gear	Rad Student Pinning Plaques	12-1210-700-000	\$66.00	\$66.00
117779	C B T Campus	CompTIA Bundle	11-4200-630-021	\$1,800.00	\$1,800.00
117780	C D W Government Inc	Lexmark Paper Tray for	11-6401-646-002	\$213.69	
		VEeam Backup & Replication VMWar	11-6401-701-000	\$4,957.84	
		Technology Equipment	11-6402-850-000	\$142.91	
		Technology Equipment	11-6402-850-000	\$2,420.42	
		Technology Equipment	11-6402-850-000	\$592.64	
		Apple TV 4 - Digital Multimedia Receiv	11-6403-850-000	\$200.12	\$8,527.62
117781	C. D. L. Electric Co., INC	Service Call, Cherokee	11-7103-649-000	\$227.50	\$227.50
117782	Career Dimensions, Inc	Renewal FOCUS 2 Online	11-4202-701-000	\$1,014.00	
		Renewal FOCUS 2 Online	11-4203-701-000	\$300.00	\$1,314.00
117783	Carolina Biological Supply Company	Biology Supplies	11-1102-700-000	\$339.48	\$339.48
117784	Cengage Learning	Textbooks and Shipping Summer 201	16-9381-740-000	\$4,609.12	\$4,609.12
117785	Central ACCE Consortium	Dues - Trent McGowen	12-1213-681-000	\$85.00	\$85.00
117786	City of Parsons	Auditorium Rental - Graduation	11-5303-706-001	\$153.00	
		R.N. Pinning	11-5303-706-001	\$124.00	\$277.00
117787	Community-News Digital	Digital Marketing	11-6301-613-000	\$800.00	\$800.00
117788	Copy Products Inc	Toner Freight	11-6503-701-000	\$20.00	
		Copy Usage for Cherokee Center	11-7103-701-000	\$193.50	\$213.50
117789	Corporate Business Systems ofMO, In	Savin Copier Maintenance	11-6503-648-000	\$96.50	\$96.50
117790	Cynmar Corporation	Chemistry Supplies	11-1106-700-000	\$23.93	
		Chemistry Supplies	11-1106-700-000	\$26.40	
		Chemistry Supplies	11-1106-700-000	\$29.45	
		Chemistry Supplies	11-1106-700-000	\$272.67	\$352.45
117791	Data Source Media, Inc	Ergotron SitStand Workstation	11-6401-646-002	\$445.00	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

5/31/2017

Check Number	Vendor	Description	Account Number	Amount	Total
117769	Ace Hardware, Inc.	Picture Hanging Strips	11-4201-701-000	\$14.98	
		Plants	11-5303-706-001	\$99.95	
		Facilities Supplies	11-7102-649-000	\$2.32	
		Shop Vac	11-7102-649-000	\$129.99	
		Hand Tool	11-7102-649-000	\$10.99	
		Round Up	11-7102-649-000	\$164.99	
		Screws, Sockets, Drill Bits	11-7102-649-000	\$9.97	
		Filter	11-7102-649-000	\$37.56	
		Padlock	11-7102-671-000	\$5.99	
		Masking Tape	11-7102-702-000	\$20.97	
		Nurse's Week Promotion	12-1208-700-000	\$89.82	\$587.53
117770	All Seasons Floral, LLC	Roses - Nursing Graduate	11-5303-706-001	\$218.25	
		Plant - S Wilhoff Service	11-6102-709-000	\$55.00	\$273.25
117771	American Media Investments	Credit on Advertising	11-6301-613-000	(\$10.00)	
		April Advertising	11-6301-613-000	\$543.00	\$533.00
117772	Apple Inc.	iMac Computer and Keyboard	12-1203-700-000	\$1,249.00	\$1,249.00
117773	Arthur L Davis Publishing Agency Inc	Position Announcement	11-6504-613-000	\$265.11	\$265.11
117774	B and H Photo Video	Graphic Design Supplies	12-1203-700-000	\$58.95	
		Graphic Design Supplies	12-1203-700-000	\$1,993.12	\$2,052.07
117775	Benco Dental Supply Co	Equip Repair/Preventative Maint.	12-1215-700-000	\$152.95	
		Equip Repair/Preventative Maint.	12-1215-700-000	\$299.50	\$452.45
117776	Best Western Parsons Inn	Hotel - Dean Interview - Rick Carpenter	11-6504-601-002	\$96.46	
		Hotel - Dean Interview - Evan McHugl	11-6504-601-002	\$96.46	\$192.92
117777	BIO Corporation	Double Fetal Pigs	11-1102-700-000	\$496.32	
		A & P Supplies	11-1103-700-000	\$715.30	\$1,211.62

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

5/23/2017

Check Number	Vendor	Description	Account Number	Amount	Total
117760	American Heritage Life Insurance Com	Cancer Premiums	11-0000-273-000	\$150.39	\$150.39
117761	American United Life Ins Co Group	PreLife Insurance Premiums	11-6501-590-001	\$366.37	\$366.37
117762	Bay Bridge Administrators, LLC f/b/o	SEmployee 403(b) Contributions	11-0000-258-000	\$13,753.00	
		Cancer Premiums	11-0000-273-000	\$333.58	
		Disability Insurance Premiums	11-0000-275-000	\$595.30	
		Term Life Insurance Premiums	11-0000-276-000	\$769.29	
		ER 403(b) Matching	11-6501-590-001	\$3,740.00	\$19,191.17
117763	Carl B. Davis, Trustee	Garnishment	11-0000-270-000	\$675.00	\$675.00
117765	L C C Faculty Association	May Dues	11-0000-264-000	\$992.18	\$992.18
117766	L C C Foundation	May EE Contributions	11-0000-268-000	\$1,644.13	\$1,644.13
117767	PHEAA	Garnishment	11-0000-270-000	\$145.64	\$145.64
117768	Security Benefit Life Insurance Co.	Medical Reimbursement/Child Care	11-0000-277-000	\$1,335.00	\$1,335.00
				<u>\$24,499.88</u>	

11-General Fund	\$24,499.88
12-Postsecondary Technical Education Fund	\$0.00
16-Auxillary Ent Fund	\$0.00
67-Capital Outlay	\$0.00
	<u>\$24,499.88</u>

Checks approved for release prior to Board action

Mark Watkins
President

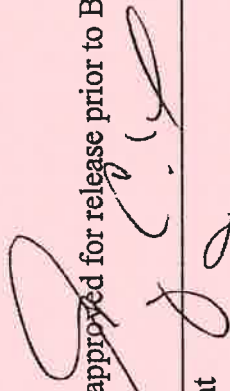
Shannon Delaney
Vice President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**


Check Number	Vendor	Description	5/18/2017	Account Number	Amount	Total
117751	Kansas Department of Revenue	Food Service Sales Tax/April		16-0000-216-002	\$513.00	\$776.75
117752	Kansas Gas Service	Gas Service - Cherokee Center		11-7103-633-000	\$62.19	\$62.19
117754	NTHERM, LLC	Gas Service		11-7102-633-000	\$205.20	
		Gas Service		11-7102-633-000	\$28.90	
		Gas Service		11-7102-633-000	\$14.46	
		Gas Service		11-7102-633-000	\$329.46	
		Gas Service		16-9482-633-000	\$52.02	\$630.04
117755	Phillips 66 - Conoco - 76	Gasoline		11-6502-720-000	\$531.93	\$531.93
117758	Touchtone Communications	Long Distance		11-6501-631-000	\$77.58	\$77.58
117759	Jodeci S Turner	Reimburse Mileage - Auction		11-6505-601-000	\$12.31	\$12.31
					<u>\$10,811.46</u>	

11-General Fund	\$9,030.61
12-Postsecondary Technical Education Fund	\$954.03
16-Auxillary Ent Fund	\$826.82
67-Capital Outlay	\$0.00
	<u>\$10,811.46</u>

Checks approved for release prior to Board action



 President



 Dawn Doherty
 Vice President of Finance & Operations

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

5/18/2017

Check Number	Vendor	Description	Account Number	Amount	Total
117739	A T and T	Phone Service	11-6501-631-000	\$4,862.76	\$4,862.76
117740	A T and T	Internet	11-6401-631-000	\$1,616.40	\$1,616.40
117741	Amazon.com LLC	Posters and Frames for Classroom	11-1114-700-000	\$26.00	
		Posters and Frames for Classroom	11-1114-700-000	\$27.13	
		Posters and Frames for Classroom	11-1114-700-000	\$46.78	
		Dell Inspiron Laptop	11-4200-630-012	\$470.00	
		Retirement Reception Supplies	11-6301-701-000	\$39.96	
		Retirement Reception Supplies	11-6301-701-000	\$6.99	
		Retirement Reception Supplies	11-6301-701-000	\$5.99	
		SanDisk 8GB Extreme SDHC Class 1	11-6403-701-000	\$117.20	
		Supplies	11-6403-701-000	\$129.99	
		Equipment	11-6403-850-000	\$23.00	
		Graphic Design Supplies	12-1203-700-000	\$112.99	
		Mental Health Diag. Exam Pocket Gui	12-1208-700-000	\$111.97	
		Erase Lapboard	12-1208-700-000	\$143.94	
		Manual of Mental Disorders 5th Ed.	12-1208-700-000	\$137.01	
		Computer Supplies	12-1210-700-000	\$131.52	
		Dental Pins	12-1215-700-000	\$91.85	
		Frames	12-1215-700-000	\$174.75	\$1,797.07
		Gasoline	11-6502-720-000	\$149.14	\$149.14
117742	B P	Reimburse Mileage - Recruiting	11-5502-603-000	\$223.63	\$223.63
117746	Alexander J Coplon	Reimburse Lodging - NEI	11-4200-630-027	\$21.66	\$21.66
117748	Crystal Garcia	Data Conf Reg - Susan Brouk	12-1246-630-000	\$50.00	\$50.00
117750	Kansas Board of Regents (GED)	Printshop Sales Tax/April	11-6503-701-000	\$1.95	
117751	Kansas Department of Revenue	Bookstore Sales Tax/April	16-0006-216-001	\$261.80	

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

Check Number	Vendor	Description	Account		Amount	Total
			Number			
117735	Cheryl Smith	Reimburse Mileage - Clinicals	12-1208-602-000		\$348.82	\$348.82
117736	Touchtone Communications	Long Distance - Cherokee Center	11-7103-631-000		\$19.81	\$19.81
117737	Veritiv	Paper	11-6503-705-000		\$1,594.20	\$1,594.20
117738	Mark Watkins	Reimburse AACC-Shuttle-Airport park	11-6101-601-000		\$125.50	
		Reimburse Mileage to KCI -AACC	11-6101-601-000		\$150.87	
		Reimburse Meals - AACC Conf	11-6101-601-000		\$220.08	\$496.45
					<u>\$15,698.31</u>	

11-General Fund	\$14,472.22
12-Postsecondary Technical Education Fund	\$1,136.21
16-Auxillary Ent Fund	\$89.88
67-Capital Outlay	\$0.00
	<u>\$15,698.31</u>

Checks approved for release prior to Board action

President

Deanna Roberts

Vice-President of Finance & Operations

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

5/12/2017

Check Number	Vendor	Description	Account Number	Amount	Total
117707	A T and T	Internet	11-6401-631-000	\$3,562.16	\$3,562.16
117710	Association of Community College Tru	Leadership Conf Reg-Mark Watkins	11-6101-601-000	\$940.00	\$1,880.00
117714	CableONE	Leadership Conf Reg-Pat McReynold;	11-6102-601-000	\$940.00	\$1,880.00
117715	Howard R Carpenter	Ted Hill Internet	11-6401-631-000	\$87.95	\$178.57
117716	Jill Coomes	Cable Service	11-7202-648-000	\$90.62	\$405.00
117717	Kimberly M Dowling	Interview Expense Reimbursement	11-6504-601-002	\$405.00	\$69.98
117718	F B L A - P B L	Reimburse Mileage - Cherokee Cente	12-1208-602-000	\$69.98	\$34.78
117719	Brittany Haley	Reimburse Mileage - Auction Errands	11-6301-601-000	\$34.78	\$2.00
117720	Rick Haney	Travel Insurance	11-1127-604-000	\$2.00	\$25.78
117721	Ross Harper	Reimburse SB Tournament Food	11-5507-601-000	\$25.78	\$85.00
117722	Kansas Gas Service	Reimburse CPR Healthcare Providers	11-5507-601-000	\$85.00	\$170.14
117723	Aaron Keal	Tire and Rim, Trailer-3	11-6502-720-000	\$170.14	\$184.04
117724	Bethany A Kendrick	Reimburse Mileage - HS Awards (4)	11-5302-601-000	\$184.04	\$559.11
117725	Kiwanis Club of Parsons	Gas Service	11-7102-633-000	\$559.11	\$89.88
117729	Kylie Lucas	Gas Service	16-9482-633-000	\$89.88	\$228.98
117730	Med Supplier Corporation	Reimburse Mileage - Recruiting	11-5502-603-000	\$228.98	\$6.42
117732	Julie Page	Reimburse Mileage - Auction	11-6301-601-000	\$6.42	\$34.24
117733	Rural Water District #5	Reimburse Mileage - Cherokee Cente	11-6301-601-000	\$34.24	\$139.70
117734	Ryan Seme	Dues - Joe Burke	11-4201-681-000	\$139.70	\$107.00
		Reimburse Mileage - HS Awards (6)	11-5302-601-000	\$107.00	\$4,708.89
		Autoclave	11-1102-646-000	\$4,708.89	\$278.20
		Reimburse Mileage - Clinicals (4)	12-1208-602-000	\$278.20	\$37.45
		Reimburse Mileage - Simulation PSU	12-1208-602-000	\$37.45	\$49.95
		Utility Water, Cherokee	11-7103-632-000	\$49.95	\$401.76
		Reimburse Mileage - (10)	12-4204-601-000	\$401.76	

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

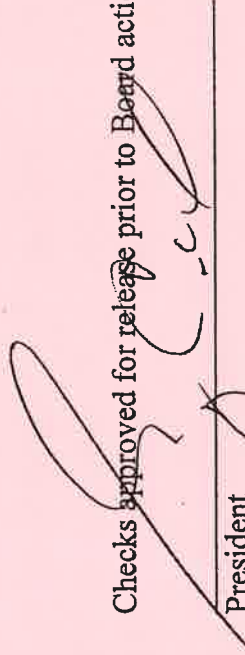
5/5/2017

Account

Check Number	Vendor	Description	Account Number	Amount	Total
117629	Evan McHugh	Reimburse Interview Expense	11-6504-601-002	\$405.00	\$405.00
117630	Ashley Moore	Reimburse Mileage - Clinicals (3)	12-1210-602-000	\$159.43	\$159.43
117631	Pepsi-Cola	Fountain Pop	16-9684-743-000	\$424.60	\$424.60
117633	Carol A Rabig	Reimburse Office Fan	12-4204-701-000	\$10.87	\$10.87
117634	Jerrold W Stanford	Reimburse Mileage - Recruiting (2)	11-5508-603-000	\$278.20	\$278.20
117635	U S Postal Service	BRM Advance Deposit	11-6503-611-000	\$1,000.00	\$1,000.00
117636	Verizon Wireless	J Burzinski Phone Charges	11-6401-701-000	\$248.32	
		Custodian Phone Charges	11-7102-649-000	\$183.08	\$431.40
117637	W C A Waste Corporation	Waste Removal, Cherokee	11-7103-649-000	\$109.07	\$109.07
117638	Weatherproofing Technologies, Inc	Cherokee Ctr Roof-Final Payment	11-6201-659-013	\$14,275.00	\$14,275.00
117639	Westar Energy, Inc	Electricity	11-7102-634-000	\$12,833.32	
		Electricity - Cherokee Center	11-7103-634-000	\$1,211.06	
		Electricity	16-9482-634-000	\$680.70	\$14,725.08
				<u>\$37,665.27</u>	

11-General Fund	\$35,407.84
12-Postsecondary Technical Education Fund	\$951.50
16-Auxillary Ent Fund	\$1,305.93
67-Capital Outlay	\$0.00
	<u>\$37,665.27</u>

Checks approved for release prior to Board action


President


Vice President of Finance & Operations

LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL

5/5/2017

Check Number	Vendor	Description	Account Number	Amount	Total
117608	A T and T	Phone Service	11-6501-631-000	\$306.00	
		Phone Service - Cherokee Center	11-7103-631-000	\$274.42	\$580.42
117610	Kim Beachner	Reimburse Mileage - Clinicals (5)	12-1208-602-000	\$294.25	\$294.25
117611	Mike Brotherton	Reimburse Mileage - Oswego HS Eva	11-4202-602-000	\$33.71	\$33.71
117612	Linda G Brown	Reimburse Mileage - Baxter HS Evalu	11-4202-602-000	\$56.71	
		Reimburse Mileage - Clinicals (2)	12-1210-601-000	\$162.64	\$219.35
117613	Joseph Burke	Reimburse Interview Expense	11-6504-601-002	\$30.00	\$30.00
117614	Center for Conferences	Workshop Registration-Deborah Newl	11-4200-630-010	\$660.00	\$660.00
117615	City of Parsons	Water Service	11-7102-632-000	\$1,731.56	
		Water Service	16-9482-632-000	\$200.63	\$1,932.19
117616	Cox Communications	Internet - Cherokee Center	11-6401-631-000	\$141.77	
		Cable - Cherokee Center	11-7103-701-000	\$88.63	\$230.40
117619	Douglas Ecoff	Reimburse Apple Ipad Air 2 64GB Wi-	11-4200-630-006	\$247.41	
		Reimburse iPad Keyboard Case	11-4200-630-006	\$18.46	\$265.87
117620	F B L A - P B L	Registration for PBL NLC	11-1127-604-000	\$115.00	\$115.00
117621	Lori Ford	Reimburse Mileage - Office Training	12-1204-602-000	\$79.18	
		Reimburse Cloud Storage Screenshot	12-1218-700-000	\$49.00	\$128.18
117622	Green's Vegetation Control/William Gr	Fertilizer for SB Field	11-5509-701-000	\$138.57	\$138.57
117623	Kansas Board of Regents	KBOR Conference Reg - Tony Rabig	11-6401-601-000	\$50.00	
		KBOR Conference Reg - Tracie Moon	11-6401-601-000	\$50.00	\$100.00
117624	Kansas Gas Service	Gas Service	11-7102-633-000	\$43.27	
		Gas Service	11-7102-633-000	\$304.28	\$347.55
117625	Kansas Outdoor Advertising	April Advertising	11-6301-613-000	\$575.00	\$575.00
117626	Tammy Kimrey	Reimburse Mileage - Clinicals (4)	12-1210-602-000	\$147.13	\$147.13
117627	Lucille McCune	Reimburse Cloud Storage	12-1218-700-000	\$49.00	\$49.00

**LABETTE COMMUNITY COLLEGE
CLAIMS REGISTER FOR APPROVAL**

Check Number	Vendor	Description	5/4/2017	Account Number	Amount	Total
117605	Aaron Keal	Baseball Travel - 5/4/17		11-5506-600-000	\$2,000.00	\$2,000.00
117606	Ryan S. Phillips	Practice Facility Fee		11-5506-600-000	\$200.00	
		Softball Travel - 5/4/17		11-5506-600-000	\$1,700.00	\$1,900.00
					<u>\$3,900.00</u>	
		11-General Fund	\$3,900.00			
		12-Postsecondary Technical Education Fund	\$0.00			
		16-Auxillary Ent Fund	\$0.00			
		67-Capital Outlay	\$0.00			
			<u>\$3,900.00</u>			

Checks approved for release prior to Board action


Vice President of Finance & Operations